

Virginia  
DOR  
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

12. A. Has the individuals identified in #9 ever been convicted in any jurisdiction of **any felony**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No ☐

Yes ☐ If yes, please provide the information requested in #12.C.

- B. Has the individuals identified in #9 ever been convicted in any jurisdiction of **any misdemeanor** within the last three years? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No ☐

Yes ☐ If yes, please provide the information requested in #12.C.

- C. **Please read the following instructions carefully!**

If you answered "yes" to either question #12.A. or #12.B., list the felony and/or misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

*Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472. Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.*

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13. During the past five years, have any of the officers identified in #9 had any outstanding/past-due debts or judgments; outstanding tax obligations; or defaults on bonds?

No ☐

Yes ☐ **IF YES, YOU MUST PROVIDE AN EXPLANATION OF THE SITUATION, INCLUDING THE BEGINNING BALANCE, CURRENT BALANCE AND PAYMENT ARRANGEMENTS. Failure to provide adequate documentation may result in a delay in the processing of your application.**

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14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action; or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving approval of the requested change. I also certify that I understand, and have complied with, all the laws of Virginia related to contractors licensure under the provisions of Title 54.1, Chapter 11 of the *Code of Virginia*, and the *Board for Contractors Regulations*.

**Responsible Management** (include the signatures of all the individuals listed in #9).

Name	_____	SS #	_____	DOB	_____
Signature	_____	Title	_____	Date	_____
Name	_____	SS #	_____	DOB	_____
Signature	_____	Title	_____	Date	_____
Name	_____	SS #	_____	DOB	_____
Signature	_____	Title	_____	Date	_____
Name	_____	SS #	_____	DOB	_____
Signature	_____	Title	_____	Date	_____
Name	_____	SS #	_____	DOB	_____
Signature	_____	Title	_____	Date	_____

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.